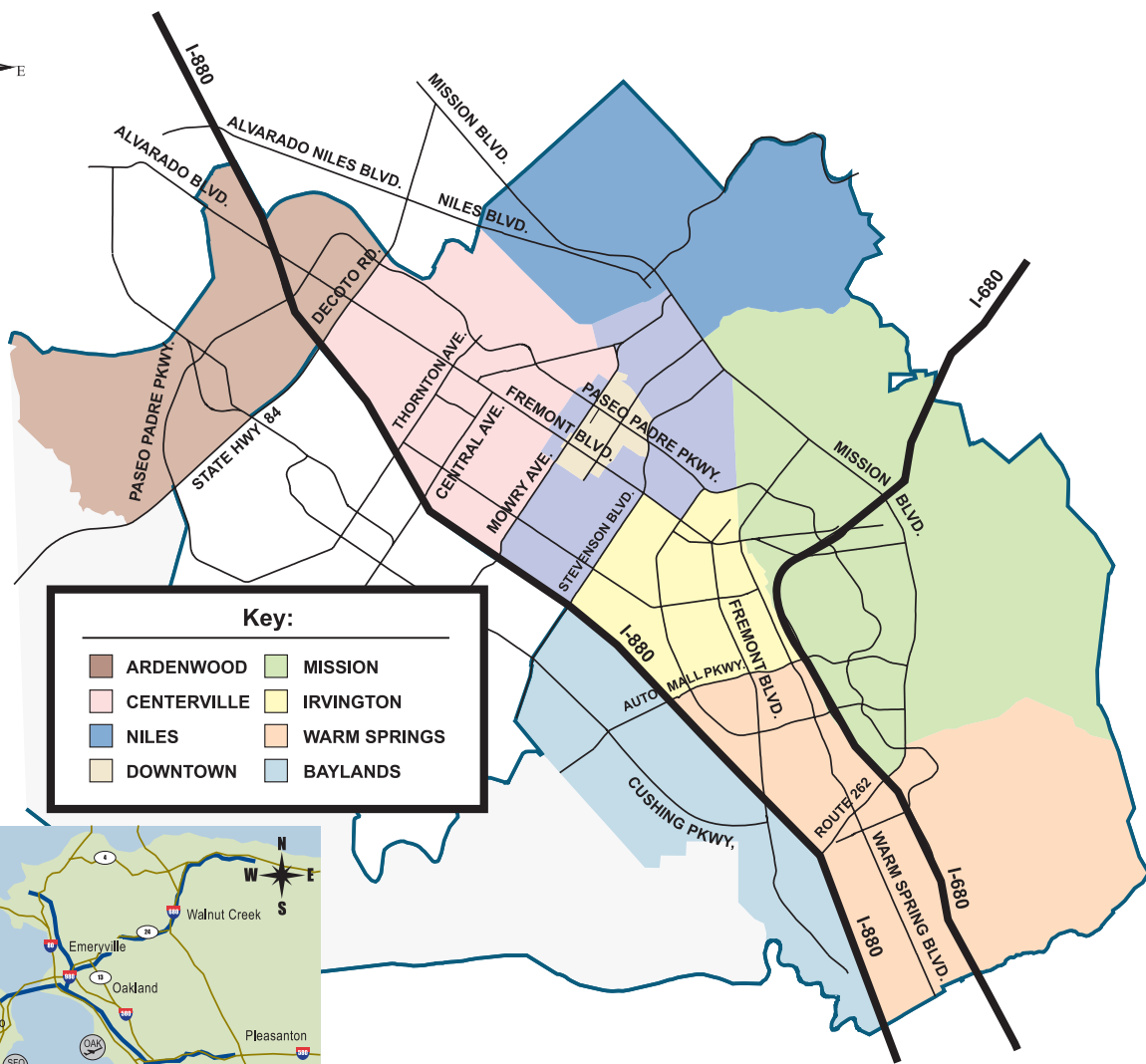




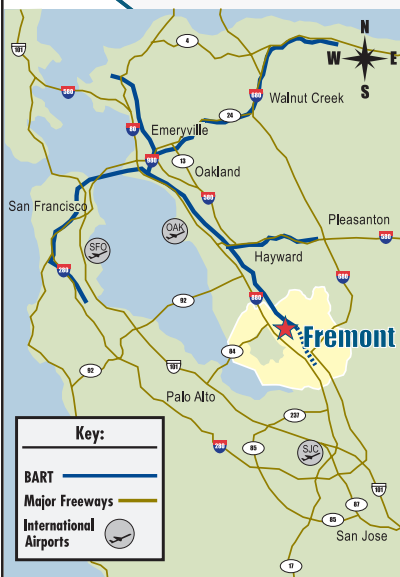
HOW TO START A BUSINESS IN FREMONT



WELCOME TO FREMONT



Key:			
	ARDENWOOD		MISSION
	CENTERVILLE		IRVINGTON
	NILES		WARM SPRINGS
	DOWNTOWN		BAYLANDS



A World of Opportunity!

HOW TO START A BUSINESS IN FREMONT



Starting a new business can be both exciting and challenging. This booklet is designed to guide you through the necessary steps and provide you with a helpful checklist to get you started.

The City of Fremont offers a business-friendly environment and actively supports the development of a strong, diverse, and vibrant business community. City staff is available to provide assistance that will help establish and expand your business.

www.Fremont.gov is Fremont's official city website, which offers an extensive listing of valuable information and business links.

www.FocusOnFremont.com is Fremont's searchable database of available properties. This website shows available retail, commercial, and industrial properties and spaces. It also includes site-specific demographics and business reports.

For further information, please contact:

Office of Economic Development

3300 Capitol Avenue, Bldg. A
Fremont, CA 94538

510-284-4020 *phone* | 510-284-4001 *fax*

Office Hours: M-F 8:00 a.m. - 5:00 p.m.

econdev@ci.fremont.ca.us

Development Services Center

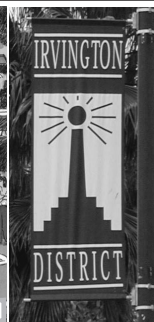
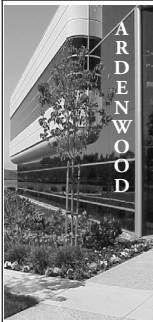
39550 Liberty Street
Fremont, CA 94538

510-494-4460 *phone*

Office Hours: M-Th 8:00 a.m. – 4:00 p.m.

Friday 8:00 a.m. - 12:00 Noon

www.fremont.gov/Permits/Development





STEP 1

DEVELOP A BUSINESS PLAN

Who to contact:

East Bay SBDC
475 14th Street,
Suite 150
Oakland, CA 94612
(510) 208-0410
www.eastbaysbdc.org

Alameda County Business
Library - Fremont Main
2400 Stevenson Boulevard
Fremont, CA 94538
(510) 745-1444
[www.aclibrary.org/services/
businesslibrary.asp](http://www.aclibrary.org/services/businesslibrary.asp)

www.fremont.gov/Business
This site includes tips, links, and
resources for developing
a business plan.

A business plan is the first step to starting a successful business. This plan will help you evaluate your idea, estimate costs and determine the strengths and weaknesses of your proposal. A business plan may also serve as a tool to help raise money and is usually required to apply for a loan to attract financial capital.

Helpful Hint: Need Guidance?

The Service Corps of Retired Executives (SCORE) is an association of working and retired executives and business owners who volunteer as business counselors to provide confidential counseling and mentoring free of charge. Please visit www.eastbayscore.org or call the Fremont Chamber of Commerce at (510) 795-2244 to schedule an appointment.

*Take advantage of the **Free Business Workshops** sponsored by the City of Fremont, Cal State East Bay SBDC, and Fremont Chamber of Commerce. Please visit www.fremont.gov/Business for workshop topics and details.*



STEP 2

DETERMINE YOUR BUSINESS STRUCTURE

Who to contact:

California Secretary of
State's Office
1230 J Street
Sacramento, CA 95814
(916) 653-6814
[www.ss.ca.gov/business/
business.htm](http://www.ss.ca.gov/business/business.htm)

It is important to determine the structure of your business for operating and business reporting purposes. Will you operate your business as a sole proprietor, partnership (2 or more owners), or corporation (1 or more stockholders/officers)?

If you are a sole proprietor, no formation documents are required to be filed with the Secretary of State. It is optional for partnerships to file with the State.

If you are starting a corporation or a limited liability company, you must contact the California Secretary of State's Office. They can supply you with all the information and forms you need.



STEP 3

LOCATION, LOCATION, LOCATION

Who to contact:

Development Services
Center
City of Fremont
39550 Liberty Street
Fremont, CA 94538
(510) 494-4460
[www.fremont.gov/Permits/
Development](http://www.fremont.gov/Permits/Development)

Looking for a business location?

Try **www.FocusOnFremont.com**, a free online database of available retail, commercial, and industrial properties in Fremont.

CHECK AND CLEAR ZONING REGULATIONS

Before signing a building/property lease or purchase agreement, contact the City of Fremont's Development Services Center to determine the zoning of the site. Planning Division staff will determine if your business is a permitted use for the location and if any special approvals are needed.

Helpful Hint: Working from Home?

*You will need to obtain a **Home Occupation Permit**. Permit applications are available at the Development Services Center, as well as online at www.fremont.gov/permits*



STEP 4

REGISTER A FICTITIOUS NAME

Who to contact:

Alameda County Clerk's
Office
1106 Madison Street
Oakland, CA 94607
(510) 272-6362
www.co.alameda.ca.us

If you create a name for your business that is different than your own legal name, you need to register the business name with Alameda County. This step needs to be completed before obtaining a Business License from the City of Fremont.

Also, public notices announcing your new business name must be posted for four weeks in the local newspaper to complete the registration process.

Helpful Hint: Deciding Your New Business Name

*To make sure your business name doesn't conflict with other businesses, you can check to see if it is in use within Alameda County by checking the **Fictitious Business Name Database** at <http://rechart1.acgov.org>*



STEP 5

TAX REPORTING

Who to contact:

Internal Revenue Service
1301 Clay Street,
Suite 160-S
Oakland, CA 94621
(800) 829-1040
www.irs.ustreas.gov

Franchise Tax Board
1515 Clay Street,
Suite 305
Oakland, CA 94612
(800) 852-5711
www.ftb.ca.gov

Board of Equalization
1515 Clay Street,
Suite 303
Oakland, CA 94612
(800) 400-7115
www.boe.ca.gov

Social Security Office
(800) 772-6270
www.ssa.gov/employer

All businesses are required to file both state and federal tax returns. Please contact the state Franchise Tax Board and the federal Internal Revenue Service to learn more about specific requirements.

Will you sell a product? The California Board of Equalization can assist you in determining whether you need a Seller's Permit. You may also be required to collect sales tax. To do so, the Board of Equalization will need to issue you a resale number in order to report that sales tax.

Whether self-employed or an employer with one or more employees, you must also pay Social Security taxes.



STEP 6 PAY YOUR FREMONT BUSINESS TAX (LICENSE)

Who to contact:

Revenue Division
City of Fremont
39550 Liberty Street
Fremont, CA 94538
8:00 a.m.- 4:00 p.m.
(a Drop Box is also
available)
(510) 494-4790
[www.fremont.gov/
Business/Businesstax](http://www.fremont.gov/Business/Businesstax)

The City of Fremont uses the term "business tax" rather than "business license." The registration fee is \$30 for most commercial businesses located in Fremont. The renewal fee in subsequent years is \$30 plus an amount based on the type of business.

Home-based businesses are also required to pay the business tax. In addition, businesses that are located outside of Fremont, but doing business in Fremont (such as vendors, consultants and contractors) are required to register and pay the Fremont business tax. Some businesses may be eligible for a business tax exemption. Please contact the City's Revenue Division for further information.



STEP 7

OTHER FREMONT PERMITS & LICENSES

Who to contact:

Your business may require site inspections by the Fire and/or Police Department as part of your application approval, depending on your business type and/or if you are making improvements to a building,

Police Department
(510)790-6755
www.fremont.gov/Permits

• **Alarm Permits**

If your business operates a burglar alarm system it must obtain an Alarm Permit from the Fremont Police Department.

Development Services Center
(510) 494-4460
www.fremont.gov/Permits/BuildingPermits

• **Building Permits**

Building Permits are how the City of Fremont ensures construction is safe for occupancy and use. A Building Permit is needed for all new construction in Fremont. Your business must be located in a building constructed appropriately for your use. A permit is also required for most modifications, replacement construction, additions, or remodeling. Any changes to a building must comply with the federal Americans with Disabilities Act (ADA).

Fire Prevention Division
(510) 494-4280
fremontfire@ci.fremont.ca.us

• **Fire Code Permits**

A Fire Code Permit from the Fremont Fire Department is required if you want to conduct specific activities and practices. Use of hazardous substances or materials may require additional review and/or permits.

Hazardous Materials Division
(510) 494-4279

• **Peddler Permits**

A Peddler Permit is required for selling goods from a non-stationary site, including operating catering trucks, hot dog carts, and ice cream trucks within Fremont. A permit can be obtained from the Revenue Division office.

Revenue Division
39550 Liberty Street
Fremont, CA 94538
8:00 a.m.- 4:00 p.m.
(510) 494-4790

• **Sign Permits**

If your business would like to display a sign that is visible from outside a building, a sign permit is required from the Development Services Center. Permits are needed for both permanent and temporary signs such as building and window signs and banners.

Development Services Center
(510) 494-4460
www.fremont.gov/Permits/BuildingPermits/SignPermit.htm

OTHER AGENCY PERMITS & LICENSES

Who to contact:

**California Department
of Social Services**
1515 Clay Street,
Suite 1102
Oakland, CA 94612
(510) 622-2602
www.dss.cahwnet.gov

**Revenue Division
City of Fremont**
39550 Liberty Street
Fremont, CA 94538
(510) 494-4790
[www.fremont.gov/
Business/BusinessTax](http://www.fremont.gov/Business/BusinessTax)

**Development Services
Center
City of Fremont**
39550 Liberty Street
Fremont, CA 94538
(510) 494-4460
[www.fremont.gov/
Permits/PlanningReview/
LargeFamilyDayCareHome.htm](http://www.fremont.gov/Permits/PlanningReview/LargeFamilyDayCareHome.htm)

**Contractors State
License Board (CSLB)**
(800) 321-2752
www.cslb.ca.gov

- **Child Care Center or Family Child Care Home License:** Licensing of all child care centers and family child care homes in California is required and can be obtained through the California Department of Social Services. In addition, large family day care homes with 9-14 children must also obtain from the City of Fremont a business license from the Revenue Division and a Zoning Administrator Permit from the Planning Division which allows this special use in a residence.

- **Contractor's License:** Construction is one of the largest industries in California's diverse economy. The Contractors State License Board (CSLB) receives and processes applications for new licenses, additional classifications, changes of license records, and license renewals. An *Application for Original Contractor's License* can be obtained from any CSLB office, by telephone, or online.

Helpful Hint: Sparing the Air

The Bay Area Air Quality Management District's Compliance Assistance Program provides assistance to Bay Area business owners to aid their efforts to reduce emissions and comply with District regulations. For more information contact the Compliance Assistance Hotline at (415) 749-4999 or visit www.baaqmd.gov.

Helpful Hint: Becoming a Contractor

*When testing for your Contractor's License, be sure to study beyond what you need to pass the test. Continue upgrading your skills in your craft and in business matters. Read the educational articles in each issue of the **California Licensed Contractor**, a free newsletter you will receive when licensed. Take advantage of other educational opportunities as they arise, because by mastering both your craft and your business you can work towards success!*



STEP 8

OTHER AGENCY PERMITS & LICENSES

Who to contact:

Depending on the type of business, you may be required to obtain permits or licenses from the following County, State, or Federal agencies. Please contact these individual agencies directly if applicable.

ABC Alameda County
District Office
(510) 622-4970
www.abc.ca.gov

- **Alcohol Beverage Control (ABC) License:** No person may directly or indirectly, on any pretense, sell, barter, charge for possession or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the proper license or permit.

California Department of
Consumer Affairs
(800) 344-9940
www.dca.ca.gov

- **California Department of Consumer Affairs License:** Many professional businesses such as accountants, engineers, doctors, and dentists require a State license from the California Department of Consumer Affairs. Businesses such as barbers, cosmetologist, security services, and auto repairs are also required to obtain a State license. Please call to find out if you must register your business.

United States Customs
Service
(415) 782-9210

- **Import/Export Permit:** If your business will involve the import or export of products with other countries, you may need to obtain an Import/Export Permit.

Alameda County
Environmental Health
Department
1131 Harbor Bay Parkway
Alameda, CA 94502
(510) 567-6700
www.co.alameda.ca.us/aceh

- **Restaurants and Food Vendors:** A health inspection is required for restaurants and food vendors. Contact the Alameda County Environmental Health Department to arrange for an inspection, or to request information and advice regarding health and environmental safety issues.

Board of Equalization
(800) 400-7115
www.boe.ca.gov

- **Retail and Wholesale Business Permits:** If your business will involve sales, you will need to obtain a Seller's Permit from the State Board of Equalization.

CalGOLD Business
Permits Made Simple
calgold@calepa.ca.gov
www.calgold.ca.gov

- **Other Permits & Licenses:** To determine what other regional, state, and federal permits and licenses your business may need, contact the State's "CalGOLD Business Permits Made Simple" office.



STEP 9

WILL YOU HAVE EMPLOYEES?

Who to contact:

**Employment
Development Dept.**
7700 Edgewater Drive,
Suite 100
Oakland, CA 94621
(888) 745-3886
www.edd.ca.gov

Internal Revenue Service
1301 Clay Street,
Suite 160-S
Oakland, CA 94621
(800) 829-1040
www.irs.ustreas.gov

**State Compensation
Insurance Fund (SCIF)**
Bay Area Office
5880 Owens Drive
Pleasanton, CA 94588
(925) 523-5000
www.scif.com

**Tri-Cities One-Stop
Career Center**
39155 Liberty Street,
Suite B200
Fremont, CA 94538
(510) 794-3669
www.eastbayworks.com

If you hire employees, be sure to register with the California Employment Development Department. They will provide you with the necessary forms and answer any questions you may have regarding your responsibilities. As an employer, the State requires you to do the following:

- withhold State income tax
- withhold State disability insurance
- pay unemployment tax
- pay for any employment training costs

You must also register with the Internal Revenue Service (IRS) in order to receive an Employer Identification Number. The IRS offers many services to new business owners and will provide a package of helpful information explaining the types of forms used and due dates for these forms.

As an employer, you are required to carry worker's compensation insurance. You may obtain this insurance through your own insurance agent or the State Compensation Insurance Fund of California (SCIF). The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier. Please contact their Oakland district office for more details.

Helpful Hint: Free Assistance

*The **Tri-Cities One-Stop Career Center** can connect you with qualified employees, find out about business opportunities, research state and federal regulations, explore the state's economic development services, and much more. Their Business Services Representatives provide customized, no-cost assistance to all businesses including start-ups. Businesses are able to access a variety of services specifically designed to increase their competitiveness and to grow their bottom line.*

Why not consider hiring local youth, veterans, and the disabled? It's good for the community and it can be good for your business!



STEP 10

GET CONNECTED IN FREMONT



Here are additional things to keep in mind when doing business in Fremont and as your business grows:

Garbage & Recycling Services: Be sure to arrange for garbage collection services. Fremont's garbage collection contractor for Commercial, Industrial, and Business services is Allied Waste Services.

The City of Fremont and Allied Waste offer a no-cost recycling program designed to reduce the cost of garbage collection and meet the needs of small businesses. For more information contact Allied Waste at (510) 657-3500 or visit www.alliedwasteac.com.

Utilities:

- **Pacific Gas & Electric (PG&E):** Gas and electric services in Fremont are provided by Pacific Gas & Electric (PG&E). For more information contact PG&E at (800) 468-4743 or visit www.pge.com.

- **Alameda County Water District (ACWD):** The Alameda County Water District (ACWD) serves the cities of Fremont, Newark, and Union City. For more information contact ACWD at (510) 659-1970 or visit www.acwd.org.

- **Union Sanitary District (USD):** The Union Sanitary District (USD) provides wastewater collection, treatment, and disposal services. For more information contact USD at (510) 477-7500 or visit www.unionsanitary.com.

Commuter Resources: 511 Rideshare is a free service to help commuters find other drivers to carpool or vanpool to work. Qualifying carpools can cross Bay Area toll bridges for free during commute hours and may qualify for additional financial incentives or subsidies. For more information visit www.511.org.

Get involved with the business community!

- **Centerville Business Association**
P.O. Box 596
Fremont, CA 94537
(510) 651-7600 *phone*
www.cbcafremont.com
- **Fremont Chamber of Commerce**
39488 Stevenson Place, Suite 100
Fremont, CA 94539
(510) 795-2244 *phone*
www.fremontbusiness.com
- **Irvington Business Association**
P.O. Box 1631
Fremont, CA 94538
(510) 366-8130 *phone*
www.irvingtonba.org
- **Mission San Jose Chamber of Commerce**
P.O. Box 3396
Fremont, CA 94537
(510) 873-7701 *phone*
www.msjchamber.org
- **Niles Main Street Association**
P.O. Box 2038
Fremont, CA 94536
(510) 742-9868 *phone*
www.niles.org
- **Niles Merchants Association**
P.O. Box 2672
Fremont, CA 94536
(510) 792-8023 *phone*
www.nilesmerchants.com
- **Warm Springs Business and Community Association**
46200 Landing Parkway
Fremont, CA 94538
(510) 445-0808 *phone*
www.wsbca.com



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3300 Capitol Avenue | P.O. Box 5006
Fremont, CA 94537-5006
(510) 284-4020 | www.FocusOnFremont.com
econdev@ci.fremont.ca.us

Development Services Center
39550 Liberty Street | P.O. Box 5006
Fremont, CA 94537-5006
(510) 494-4460 | www.fremont.gov
planinfo@ci.fremont.ca.us

